

You work in the Human Resources Department of a British company and are also the staff spokesperson. Over the past few weeks you have received a number of calls and emails from co-workers who are concerned about the atmosphere in the office. Therefore you have carried out an internal survey. Some of the key findings are listed below.

Reasons for tensions in the office:

- Talking behind people's backs
- Blaming others for mistakes
- Accepting praise for the work of others
- Lack of communication

You have decided to write a report to your boss. In your **report** you should:

- describe the reasons for tension among staff
- explain the importance of respectful staff relations
- suggest ideas how to improve the work atmosphere

Divide your report into **sections** and give them **headings**. Write around **250 words**.

Notes (these will not be marked)

Übertragen Sie diese Formatvorlage auf Ihren Schreibbogen

Report

Date:

From:

Subject:

Starting time:

Finishing time:

Number of words: